

FY21 GRANT APPLICATION FORM AND GUIDELINES

Virginia Beach Historic Preservation Commission Historical Research Grant Program

Application Deadline – March 3, 2022

Provide all information requested below and deliver it to the Virginia Beach Department of Planning and Community Development, Historic Preservation Planner by 5:00 p.m. on Thursday, March 3, 2022.

Applicant Information

Applicant Name: Last First Middle Initial

Mailing Address:

City: State: Zip:

E-Mail Address(es):

Telephone Number(s): (c) (h) (w)

Occupation

Student Undergraduate Graduate School Major

Teacher/Professor Subject/Specialty School

History Related Professional Title Employer

Other Experience with Historical Research Paid Hobby Nature of Research Projects

Applicant Signature: Date:

All applicants are required to have a project sponsor who will be responsible for reviewing and approving the project final report/product prior to submittal. Project sponsors may be college professors, high school or middle school social studies/history teachers, educational administrators, museum curators, directors, educators, research librarians or similar professionals or persons retired from a career in those professions.

Sponsor Information

Sponsor Name: _____
Last First Middle Initial

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-Mail Address(es): _____

Telephone Number(s): (c) _____ (h) _____ (w) _____

Occupation Active Retired

Teacher/Professor Subject/Specialty _____

School _____

History Related Professional

Title _____ Employer _____

Sponsor Signature: _____ Date: _____

Project Information

The following types of projects will be eligible for consideration for VBHPC Research Grant funding:

- In-depth research papers about persons, places or events significant to the history of the City of Virginia Beach, Town of Virginia Beach, Princess Anne County and earlier jurisdictions contained within the boundaries of historic Princess Anne County
 - NOTE: Research Paper award recipients will also submit a brief 500 – 750-word article that provides a public interest perspective on their research. The grantee will release the use of the article to the Historic Preservation Commission for publicity and public information purposes.
- Research and development of proposed text for state or local highway markers (approximately 100 words of text) and submittal of application to the Virginia Department of Historic Resources
- Research and development of proposed text and graphics for interpretive signs for placement in public areas such as Pungo, Back Bay, Kempsville, the Oceanfront, Municipal Center, local historic sites, etc.
- Scientific investigations (such as dendrochronology, archaeology, etc.) that will significantly increase our understanding of a building or site that is important to the history of Virginia Beach. Such investigations must result in a detailed written report.
- Research projects that investigate and highlight communities that have historically been underrepresented in historical narratives, recognitions and documentation.

Research projects should be based on primary resource documents and oral history interviews and must contain proper footnoting and/or documentation for the sources of the historical information. Scientific investigations must be performed by qualified professional individuals or firms whose background and experience meets the Secretary of the Interior’s standards. Oral history interviews should include written transcriptions.

Project Proposal: Provide an overview of the proposed research project.

Research Focus: Identify and provide a brief explanation about the person(s), location and/or event that is the focus of the research. Identify and provide a list of the primary source documents that will be the basis of the research and/or a list of persons to be interviewed.

What will be the final product from this project?

How does this project fill a gap in the current scholarship, knowledge and/or recognition of the history of Virginia Beach, Princess Anne County and /or earlier historic and prehistoric eras?

Project Budget

Each grantee must maintain accurate financial records for any activity supported by VBHPC funds. A financial report is required as part of the final report. Grantees should be able to provide documented substantiation for the information provided in the financial report.

Please provide an overview of the project's estimated budget. Please note the specific planned uses for VBHPC grant funds and note the source of any additional funds or in-kind contributions. Please provide detail with the cost estimates for grant funds.

Grant Amount Requested: _____

Grant Budget

Personnel Costs:

Mileage/Travel Costs:

Reproduction/Printing/Binding Costs:

Historic Marker/Interpretive Sign Fabrication Costs:

Historic Marker/Interpretive Sign Installation Costs:

Other Costs for Services and Materials:

Total Amount of Grant Funds:

In Kind Contributions:

(Note: In Kind Contributions include research time and costs incurred by the applicant that will not be paid for through the grant.)

Other Funding Sources:

Total Project Budget: _____

Project Budget Guidelines

Personnel Costs: Provide the number of hours and hourly rates, nature of work and any other available information. Detailed time sheets should be kept for submittal with the financial report.

Mileage/Travel Costs: Mileage may be calculated at \$0.56 per mile. Detailed mileage forms must be kept for submittal with the financial report.

Historic Marker/Interpretive Sign Fabrication Costs: State Historic Markers are currently estimated to cost \$1,770 plus \$175 for the post. Applicants should consider including costs related to a marker dedication ceremony in their budgetary estimates.

The Virginia Beach Historic Preservation Commission Research Grants may **not** be used to support the following:

- Advocacy or political action programs that promote a particular solution or point of view
- Courses for credit
- Acquisition of equipment
- Subvention of publications
- Indirect costs or overhead
- Meals

Grant Payments

Most grant awards will be paid in two installments.

- Research Papers – 75% at the front end; 25% upon submittal of a satisfactory draft
- Historical Highway Markers – 100% of research costs at the front end; cost of the marker and dedication ceremony when application is submitted to DHR
- Interpretive Sign Panels – 100% of research and design costs at the front end; cost of fabrication and installation upon approval of design and text
- Oral Histories and Video Productions – 75% at the front end; 25% upon submittal of a satisfactory draft
- Scientific Investigations (archaeology, dendrochronology, etc.) – 50% at the front end; 50% upon submittal of written report

Project Timeline

Provide a timeline for the proposed project based upon receipt of the initial installment of grant award funds on April 15, 2022. The timeline should list dates for project milestones including submission of initial drafts, the final product and submission of the Final Report. The final product is due by April 15, 2023.

Delivery of Application

Please deliver the completed application form by the stated deadline – March 3, 2022 at 5:00 p.m. Applications must be signed by the applicant and the sponsor to be considered to be complete. Applications must be typewritten on the appropriate forms and may be delivered via U.S.P.S. or delivery service or in PDF format as an attachment and sent via e-mail to mreed@vbgov.com.

Deliver to: Mark A. Reed
 Historic Preservation Planner
 Department of Planning and Community Development
 2875 Sabre Street, Suite 500
 Virginia Beach, VA 23452-7385
 mreed@vbgov.com

For questions about the application contact Mark A. Reed, Historic Preservation Planner, 757-385-8573, mreed@vbgov.com.

01/25/2022